



**United States District Court
Middle District of Georgia**

USING JERS

Jury Trials in select courtrooms are utilizing the JERS system. This allows jurors to remain in the jury room while reviewing electronic evidence during deliberations.

How to Submit Electronic Exhibit Files

Electronic evidence files should be provided on a USB drive, DVD, or CD.

A folder should be created on the drive, with the description of the party and case number.

- if plaintiff: **Plaintiff_casenumbe**r
- if defendant: **Defendant_casenumbe**r
- if joint: **Joint_casenumbe**r

File Naming Method

- Exhibit files should be named using a naming convention similar to:
(exhibit number)-(exhibit part)_(exhibit description).(file extension)
Exhibit names should not contain apostrophe ' or quotation " marks
- The use of the "underscore" character is required when an optional description of the exhibit is included and cannot be used elsewhere in the exhibit name.
- Example listing of valid exhibit file names:
1-a_photograph.jpg, 12_2009 TaxStatement.pdf, 35d.pdf, 12(a)_camera footage.wmv
- Save the exhibit files in the party_casenumbe

Requirements for Exhibit Files Types and Limits

All electronic evidence should be provided in the following formats:

- Documents and Photographs: **All documents and photographs should be submitted in PDF format. Maximum size limit is 50MB each**
- Video and Audio Recordings: **.avi, .wmv, .mpg, .mp3, .wma, .wav Maximum size limit is 512MB each**

Other questions should be directed to the courtroom deputy.

UPDATED 8/8/2016